



Transportation  
Security  
Administration

OFFICE OF FINANCE AND ADMINISTRATION  
Property Management Division

TSA MANAGEMENT DIRECTIVE No. 200.57  
PERSONAL PROPERTY MANAGEMENT

*To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation, and Team Spirit.*

**REVISION:** This revised directive supersedes TSA MD 200.57, *Personal Property Management*, dated July 28<sup>th</sup>, 2014.

**SUMMARY OF CHANGES:** Section 4, Definitions, revised National Utilization Officer (NUO), Property Custodian, Property Plant and Equipment (PP&E) and added Property Custodians Weapons; Section 5, Responsibilities, revised responsibilities of Accountable Property Officers (APOs), Property Custodians (PCs), and NUO; Section 6, Policy, revised Physical Inventories and Reassignment and Disposal of Excess Property.

1. **PURPOSE:** This directive provides TSA policy for the management, accountability, control, utilization, and disposal of Government-owned, leased, and/or borrowed equipment. For Fleet Management see [TSA MD 200.53, Motor Vehicle Fleet Management](#). This directive also establishes the [TSA Personal Property Management Manual \(PPMM\)](#).
2. **SCOPE:** This directive applies to all TSA organizational elements.
3. **AUTHORITIES:**
  - A. 41 CFR 101 §42-49, Federal Property Management Regulation (FPMR)
  - B. 41 CFR 102 Subchapter B, Federal Management Regulation (FMR)
  - C. American Society for Testing and Materials (ASTM) standards, E2132-01, and E2131-09
  - D. Aviation and Transportation Security Act, Public Law 107-71, U.S.C. 114(j)
  - E. Chief Financial Officers Act of 1990, as amended, Public Law 101-576
  - F. [DHS MD 119-03, Personal Property Asset Management Program](#)
  - G. Executive Order (EO) 12999, Educational Technology – Ensuring Opportunity for all Children in the Next Century
  - H. Federal Acquisition Regulation, Part 8, Subpart 8.1
  - I. Federal Property and Administrative Services Act of 1949, 40 U.S.C., 471 et.seq
  - J. Hazardous Materials Transportation Act of 1994, Public Law. 93-633, 49 U.S.C. §5101 et.seq

- K. Office of Finance and Administration, Financial Management Division (FMD) Internal Standard Operating Procedure (ISOP) 6009, *Evaluate Reasonableness of Capitalization Threshold*
- L. Resource Conservation and Recovery Act, Public Law 94-480580, 42 U.S.C. 6901 et seq
- M. Toxic Substances Control Act of 1976, Public Law 94-469, 15 U.S.C. §§ 2601 – 2692
- N. TSA Financial Management Manual (FMM), Part 1, Chapter 4, Section 4-3: Property, Plant and Equipment
- O. [TSA MD 200.56, Reports of Survey](#)

#### 4. DEFINITIONS:

- A. Accountable Personal Property: Personal property with an initial acquisition cost at, or above, \$5,000, and/or items designated as sensitive that are recorded in the TSA Property Management System of Record, Sunflower Assets (Sunflower).
- B. Accountable Property Officer (APO): The individual responsible for the accountability and control of personal property within his/her jurisdiction. The responsibility may be a collateral duty designated to an individual with a different title within the organization.
- C. Administratively Controlled Property: Items below \$5,000 that are not recorded as sensitive, and which are subject to reasonable controls relative to property values.
- D. Approving Official: An individual with final authority to approve findings and recommendations contained in Reports of Survey.
- E. Bulk Purchases: The single purchase of like items in a lot, with the cost of each individual item being below the established capitalization threshold. (*see Appendix 1*)
- F. Capitalized Personal Property: Personal property with an initial acquisition cost at or above \$25,000 that is entered on the agency's general ledger records as a major investment or asset.
- G. Consumable Property: Property under \$5,000 which is comprised of items actually consumed in use (e.g.: office supplies such as legal pads, staplers, pencils, and pens) and those items for which, primarily by the reason of the low value involved, no formal accountability is maintained after issue.
- H. Custodial Area: A subdivision of a property accountability area, defined by organizational or geographical limits, for which a Property Custodian has been designated.
- I. Deputy Property Management Official (DPMO): A senior field representative of the Property Management Division (PMD) who serves as the local subject matter expert and liaison for personal property management within his/her accountable area.

- J. Excess Personal Property: Personal property under the control of any Federal agency that is no longer required for that agency's needs, as determined by the agency head or designee.
- K. Government Property: All property owned by or leased to the Government. Government property includes both Government Furnished Property and Contractor Acquired Property.
- L. GSAXcess: Web-enabled customer interface to the Federal Disposal System (FEDS) that eligible customers use to access all customer functions such as reporting, searching, and selecting property. It provides agencies a means of electronically reporting their unrequired personal property to GSA. It is also used as a source of supply for customers seeking property that has been reported and is available for transfer.
- M. Hand Receipt: Official written document used to establish a chain of custody and an official accountability trail for a piece of personal property.
- N. Heritage Assets: Any personal property that is retained by TSA because of its historic, cultural, educational, artistic, or architectural value as opposed to its current usefulness to carrying out the mission of the agency. Heritage assets are unique, irreplaceable, and have intrinsic value beyond the basic cost of their replacement and are generally expected to be preserved indefinitely.
- O. Inventory: Process in which all accountable personal property items assigned to an organization is verified, regardless of whether or not such property is in use. It includes verifying asset tags, nomenclature (item names), serial and stock numbers, quantity, location, acquisition value, and other descriptive information. The inventory process verifies the existence or non-existence of assets and its location.
- P. Management Official: The Administrator, Deputy Administrator, Assistant Administrator or equivalent, Regional Director, Special Agent in Charge, Supervisory Air Marshal in Charge, Federal Security Director, or designee responsible for directing the work of his/her employees to accomplish the mission of the organization.
- Q. National Utilization Officer (NUO): The designated officer, appointed in writing by the Property Management Officer, who coordinates with GSA and other NUOs to manage underutilized and excess personal property assets. The role as an NUO may be assigned as a collateral duty.
- R. Personal Property: Tangible property (equipment, materials, and supplies) that can be moved from place to place.
- S. Property Custodian (PC): The individual assigned physical responsibility for the proper use, maintenance, and protection of property assigned to a particular custodial area. The designation of PC may be an ancillary duty. The PC can be either federal or contract personnel.
- T. Property Custodian – Weapons (PCW): The individual assigned physical responsibility for the proper use, maintenance, and protection of weapons and ammunition assigned to a particular location.

- U. Property Management Officer (PMO): The designated agency official responsible for ensuring compliance with internal policies and Government-wide regulations regarding the acquisition, receipt, accountability, utilization, distribution, and disposal of personal property. The Director of PMD serves as the PMO.
- V. Property Management System of Record: An automated property accountability system designed to provide lifecycle management, control, and accountability of personal property, as well as to feed the financial ledger accounts with physical asset information.
- W. Property, Plant, and Equipment (PP&E): Tangible assets that have an estimated useful life of two years or more, are not intended for sale in the ordinary course of operations, and have been acquired or constructed with the intention of being used or made available for use by the organization. PP&E includes equipment, vehicles, bulk assets, group assets, construction in process, assets acquired through capital leases, internal use software, property owned by TSA but in the hands of others, and land rights.
- X. Rating Official: The manager or supervisor who observes and/or has the knowledge and authority to evaluate the employee's overall performance during the performance period and prepares the employee's final rating.
- Y. Reports of Survey (ROS): An administrative process that investigates and accounts for the loss, damage, destruction (LDD), or theft of accountable personal property. The ROS establishes pertinent facts, remedial measures, and the extent of an employee's responsibility for LDD or theft. ROS also refers to the formal report ([DHS Form 200-2, Report of Survey](#)) that documents the ROS proceeding, which includes the recommendations of the Survey Officer or Board of Survey, and the decision of the Approving Official.
- Z. Sensitive Personal Property: Personal property that requires special control and accountability, regardless of value, due to unusual rates of loss, theft or misuse, or due to national security or export control considerations. Examples of sensitive personal property include weapons, ammunition, explosives, information technology equipment with memory capability (data storage, wireless devices and flash drives), cameras, and communications equipment.
- AA. TSA Asset Tag: Barcode label used to identify TSA Personal Property.

## **5. RESPONSIBILITIES:**

- A. Management Officials are responsible for designating an individual in their organization to serve as the APO using [TSA Form 215 Property Management Collateral Duty Appointment](#). The completed form must be forwarded to PMD within 30 days of APO designation via email at [TSA-Property@dhs.gov](mailto:TSA-Property@dhs.gov)<sup>1</sup>.
- B. The TSA Historian is responsible for performing assessments on artifacts in order to determine whether or not an item qualifies as a Heritage Asset.

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<sup>1</sup> Submit completed OLE/FAMS forms to the Property Management Division, Law Enforcement Asset Support Branch at [DPMO\\_LEASB@tsa.dhs.gov](mailto:DPMO_LEASB@tsa.dhs.gov)

C. The PMO is responsible for:

- (1) Issuing property management policy and detailed operating procedures that provide optimum protection against fraud, waste, and abuse of Government property.
- (2) Evaluating Sunflower periodically for optimum performance and effectiveness.
- (3) Ensuring APOs and PCs receive property training to effectively perform personal property management duties and responsibilities.
- (4) Ensuring APO and PC appointments are designated in writing.
- (5) Designating an NUO in writing.
- (6) Maintaining accurate agency personal property records.

D. DPMOs are responsible for:

- (1) Ensuring compliance with internal policies and Government-wide regulations regarding the acquisition, receipt, accountability, utilization, distribution, and disposal of personal property within a specific geographical area.
- (2) Being the primary contact for APOs and PCs for property related issues within the respective geographical area.
- (3) Performing annual Property Performance Assessments (PPPA) in their respective regions.

E. The NUO is responsible for:

- (1) Managing and overseeing TSA's excess program.
- (2) Working with DPMOs, APOs, and PCs on property management issues.
- (3) Acquiring and advertising excess TSA property internally and among other DHS Components.
- (4) Reporting excess to GSA.
- (5) Receiving excess property reports.
- (6) Management of TSA's L&U Personal Property Program.
- (7) Executing transfers to other Federal Agencies.
- (8) Granting access to individuals requiring access to the GSA excess online reporting system (known as GSAXcess).
- (9) Serving as liaison between TSA and DHS components.

F. Program managers are responsible for coordinating with PMD prior to any purchases of accountable personal property. This is to ensure excess property cannot be used and the property is adequately tracked in Sunflower.

G. APOs are responsible for:

- (1) Ensuring records in Sunflower are established and maintained, including a complete audit trail of all transactions.
- (2) Designating custodial areas.
- (3) Designating PCs in writing, using [TSA Form 215 Property Management Collateral Duty Appointment](#) to manage the property within their respective custodial areas.
- (4) Monitoring acquisition, storage, utilization, transfer, and disposal of property.
- (5) Accepting, denying, or withdrawing transfer requests in Sunflower if listed as the steward point-of-contact for the receiving entity.
- (6) Conducting monthly reviews of [TSA Form 294, Sensitive and Accountable Property Purchase Tracker](#) with the Government purchase-card holders for accuracy.
- (7) Ensuring purchase-card purchased property that is sensitive, accountable, and/or administratively controlled is added to the property records (along with the purchase receipts) and properly identified with the appropriate TSA asset tag.
- (8) Notifying PMD and the TSA Historian (email: [Historian@tsa.dhs.gov](mailto:Historian@tsa.dhs.gov)) of the acquisition of all potential heritage artifacts/assets.
- (9) Evaluating responsibility when property has been reported LDD or stolen.
- (10) Ensuring ROS are prepared and processed within established guidelines per [TSA MD 200.56, Reports of Survey](#).
- (11) Certifying assigned property is inventoried, and documented in accordance with TSA's Annual Inventory Plan.
- (12) Receiving and processing ROS from the PC and submitting them to [TSA-Property@tsa.dhs.gov](mailto:TSA-Property@tsa.dhs.gov) within ten (10) days after the event.
- (13) Receiving and processing ROS from the PC and submitting them to the PMD at [TSA-Property@dhs.gov](mailto:TSA-Property@dhs.gov) within ten (10) days after the event. Weapons' losses must be reported in writing to the PMO within 24 hours of initial event.
- (14) Ensuring all property transactions, including acquisitions, transfers, and disposals, are recorded in the designated accountable property system for accountability of property within his/her area of responsibility.
- (15) Certifying assigned property is inventoried, and documented in accordance with TSA's Annual Inventory Plan.

H. PCs are responsible for:

- (1) Maintaining current custodial records in Sunflower for all accountable personal property within his/her assigned custodial area.
- (2) Initiating and/or processing, in accordance with established procedures, documents affecting the accountability or custody of personal property.
- (3) Accepting, denying, or withdrawing transfer requests in Sunflower if listed as the steward point-of-contact for the receiving entity.
- (4) Ensuring that personal property has proper maintenance and protection, and is used only for official purposes.
- (5) Identifying and reporting to the APO any excess property.
- (6) Ensuring Accountable and Sensitive property is properly tagged with appropriate asset tags.
- (7) Ensuring that property received and issued is properly identified with a TSA asset tag when applicable.
- (8) Assisting with conducting physical inventories and reconciling inventory records.
- (9) Making inventory adjustments to property records when required (e.g., loan, LDD, disposal, transfer, excess, etc.).
- (10) Ensuring all sensitive assets issued to individuals are recorded on a hand receipt.
- (11) Ensuring all equipment borrowed or loaned is duly noted on a hand receipt and signed by the supervisor normally responsible for that property.
- (12) Assisting with exit clearance procedures to ensure the return of all assigned property.
- (13) Retaining documentation to support an audit trail for acquisition, transfer, and disposition activities.
- (14) Maintaining current records for accountable property within the assigned custodial area.
- (15) Initiating or processing documents affecting the accountability or custody of equipment.
- (16) Reporting missing, lost, destroyed or stolen property, or property damaged beyond normal wear and tear.
- (17) Preparing and coordinating ROS to document incidents regarding loss, damage, theft, or destruction of personal property.

- (18) Notifying Federal or local security officials, as appropriate, of adverse incidents relating to loss or theft, and preparing related documentation.
- (19) Ensuring police reports are generated for all off-site thefts, break-ins, vandalism, or other criminal acts involving government property, and that any police report is included in the ROS.
- (20) Serving as an advisor to the PMO, APO, and Survey Officer or Board of Survey, and providing assistance as needed.

**I. Rating Officials are responsible for:**

- (1) Ensuring that rated employees present proof of accountability for all TSA property issued to them (e.g., wireless devices, iPads, Tablet PCs, laptops, USB Thumb Drives or Flash Drives) during all phases of the rating period.
- (2) Ensuring that employees immediately initiate an ROS for any unaccounted for TSA-issued property.

**J. TSA employees are responsible for the immediate physical custody of all personal property within their possession by:**

- (1) Properly handling, using, and protecting Government property issued to or assigned for his/her use.
- (2) Ensuring that personal property in his/her possession, custody, or control is used only for Government purposes and not for any unauthorized individual or private use.
- (3) Immediately reporting any personal property that is out of service, lost, damaged, stolen, or destroyed (to include supporting documentation such as police and incident reports, if applicable).

**6. POLICY:**

- A. Government personal property must be maintained, protected, controlled, used, and disposed of in a responsible and effective manner in accordance with Federal and departmental regulations.
- B. Management Officials shall ultimately be held accountable for the lifecycle management of all TSA personal property assigned within their jurisdiction.

**C. Personal Property Records:**

- (1) TSA shall record and maintain accountable property records in Sunflower as identified in the *TSA Property Categories* chart (see **Appendix 1**). Standard operating procedures (SOPs) for Sunflower are located on the TSA Intranet on the [Property Systems and Field Support](#) website.
- (2) All PP&E acquired as new property shall be recorded at the acquisition cost and shall include all other costs necessary to bring the asset to an operable condition including, but



not limited to, payments to vendors for freight, handling, storage, design, construction, and installation. See [FMD's FMM](#) for further details.

- (3) Administratively controlled property shall be maintained by the APO through either local electronic property records or Sunflower (office furniture does not require electronic tracking). These records shall contain the same information required for accountable personal property.
- (4) All financial supporting documentation of any purchased capitalized property shall be sent to PMD within 30 days of procurement. Documentation and questions should be directed to [sunflowersupport@dhs.gov](mailto:sunflowersupport@dhs.gov).

**D. Physical Inventories:**

- (1) TSA has specific guidelines and procedures for conducting and reconciling required physical inventories, as detailed in the TSA Annual Inventory Plan. As such, a physical inventory of personal property shall be conducted as follows:
  - (a) A wall-to-wall (100%) physical inventory of all accountable personal property will be conducted at a minimum of every two years, or on a cyclical basis, as approved by the PMO.
  - (b) A complete physical inventory of all sensitive personal property and capitalized property will be conducted annually. Inventory teams should inquire about the receipt of heritage assets and foreign gifts and decorations for official display purposes during the inventory campaign.
- (2) For internal control purposes, employees participating in physical inventories shall not be the same individuals who are responsible for such property; however, APOs and PCs may assist in locating, identifying, and reconciling the physical inventory process.
- (3) After the completion of the scheduled accountable property annual inventory, the DPMO records the results of the inventories on TSA Form 270, Personal Property Inventory Certification; a complete listing of all assets inventoried shall accompany the TSA Form 270. The DPMO shall give a copy of the TSA Form 270 with all inventory attachments to the respective APO, and both the APO and DPMO shall sign and keep official copies of the documents. DPMOs shall make the hard copy results of such physical inventories available to PMD on an as needed basis to reconcile annual reporting to DHS.

E. For events involving personal property that is lost, damaged, destroyed, or stolen, submission of an ROS is required for further ROS guidance; refer to TSA MD 200.56 and the PPMM.

F. All personal property furnished and acquired through contracts shall be handled in accordance with [TSA MD 200.55, \*TSA Property in the Hands of a Contractor\*](#).

**G. Loans: TSA Equipment Loaned to other Federal, State, or External Organizations.**

If a Management Official, has a requirement to loan TSA property to an outside entity for the purpose of enhancing aviation security or other intermodal transportation systems, the respective Program Office shall prepare written documentation outlining the loan agreement and forward to the PMO for approval and signature. If the requesting Management Official is

not the property owner, then coordination with the respective Program Office on availability of requested property is required. No TSA property shall be loaned to another entity without the approval and signature of the PMO.

- H. Gifts: The receipt, control, and reporting of gifts to TSA shall be handled in accordance with [TSA MD 200.58, \*Non-Monetary Gifts to TSA\*](#).
- I. Consumable property: Adequate safeguards and controls shall be established to assure that issues of consumable property are made for official use only. In appropriate situations, this will include identification of individuals to whom consumable supplies have been issued.
- J. Reassignment and Disposal of Excess Personal Property:
  - (1) Personal property no longer required for use shall be reported by the APO to PMD/NUO via [TSA-Property@dhs.gov](mailto:TSA-Property@dhs.gov) for a 15 day internal screening period via DHS Asset Management System (AMS). Upon completion of 15 day internal screening, the property is reported to GSAXcess for screening and transfer to other Federal agencies. If no external needs are identified, personal property no longer required for its intended purpose shall be disposed of in accordance with the FMR and FPMR.
  - (2) Sensitive property such as TSA badges, credentials, Personal Identification Verification (PIV) cards, TSO uniforms with patches or cloth badges, badge shields, and rank insignia (shoulder boards), are governed and tracked by the issuing office, and shall be subject to random audits by PMD. Losses of sensitive property must be reported to the issuing office per their governing instructions.
  - (3) For further disposition processing of excess personal property, including donation of assets to eligible schools within the scope of EO 12999, contact [TSA-Property@dhs.gov](mailto:TSA-Property@dhs.gov).
- K. Annual Reporting Cycles: TSA shall submit consolidated annual reports to the DHS Office of Chief Readiness Support Officer (OCRSO), Asset and Sustainability Management Program. All report submissions from TSA elements are to be sent to TSA PMD for consolidated reporting by the dates stipulated in **Appendix 2**.
- L. The TSA PPMM shall serve as a detailed procedural reference for management of all TSA personal property and can be found on the [PMD Policy website](#).

**7. PROCEDURE:** Please reference the PPMM on [PMD's Personal Property Policy and Compliance](#) located on the iShare Page.

8. **APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

**APPROVAL**

*Signed*

May 20, 2016

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Pat A. Rose, Jr.  
Assistant Administrator for Finance and  
Administration/Chief Financial Officer

\_\_\_\_\_  
Date

**EFFECTIVE**

\_\_\_\_\_  
Date

Distribution: Assistant Administrators, Office Directors  
Point of Contact: Property Management Division, [TSA-Property@dhs.gov](mailto:TSA-Property@dhs.gov)

Appendix 1

**TSA Property Categories**

<b>Accountable Property</b>	
<b><u>Capitalized Personal Property</u></b>	
All TSA personal property	\$25,000 and over
Bulk purchases	\$1,000,000 and over; Software: \$750,000 and over
<b><u>Accountable Personal Property</u></b>	
All Personal Property Items \$5,000 and above	
<b><u>Sensitive Personal Property Regardless of Price</u></b>	
Security and mission equipment	
Firearms, weapons, munitions <sup>1</sup>	
Electronic encryption devices (STU-III, STE) <sup>2</sup>	
Information technology equipment (having memory)	
Other items to include, but not limited to: digital cameras, iPhones, Tablets, External Hard Drives, and USB Drives.	
<b><u>Accountable Personal Property Regardless of Price</u></b>	
Vehicles <sup>3</sup>	
<b><u>Foreign Gifts and Decorations (See the Foreign Gifts and Decorations Act, 5 U.S.C. 7342, which requires that every three years, GSA will set a “minimum value” of gifts that Federal employees may accept from foreign governments. As of this date, the minimum value is \$350).</u></b>	
<b><u>Non - Accountable Property</u></b>	
<b><i>Administratively Controlled Property</i></b>	
Items below \$5,000 that are not recorded as sensitive but are subject to reasonable controls. These items shall be maintained either through local APRs or entered into Sunflower.	

<sup>1</sup> Inventory maintained by Program Office (OTD)

<sup>2</sup> Inventory maintained by Program Office (OIT/COMSEC)

<sup>3</sup> Inventory maintained by Program Office (OFA/PMD/Fleet)

**Appendix 2**

**Annual Reporting Cycle Schedule**

TSA shall furnish DHS's Chief Readiness Support Officer, Asset & Sustainability Management Program the following annual reports on the dates stipulated below:

Report Title	Report Due Date:	Report Due To:	Responsible Party
Annual Inventory Plan and Schedule	January 16	DHS	PMO
GFP to the Contractor	March 15	PMD	OA
LDD or Stolen Personal Property	1 <sup>st</sup> of Month	DHS	PMO
Self – Assessment Report/Inventory Certification	November 20	DHS	PMO
Excess Property Furnished to Non-Federal Recipients	December 15	DHS	PMO
Computers for Learning	November 15	DHS	NUO
Exchange Sale	December 15	DHS	PMO
Gifts Received from Foreign Governments ( that exceed the minimal value set by GSA which at this time is \$375.00)	January 15	Department of State	PMO
Consolidated VAP	October 15	PMD	APO
Purchase Card	1 <sup>st</sup> of Month	PMD	P-Card Holder